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DD/S&T-1804-66

24 June 1966

MEMORANDUM FOR: All Office Directors

SUBJECT: Review of Proposed RFP/Q's by DD/S&T

1. Routine proposed RFP/Q actions for R&D Programs which are expected to result in an expenditure of \$150,000 or more of Agency funds will be reviewed by the DD/S&T on Tuesday afternoon at 1600 beginning 28 June. Since this review will be held on a regular weekly basis, priority will be given to those RFP/Q's which are to be issued in the following week.

2. The following items should be presented:

- a. Brief explicit description of the requirement or need to which the proposed work relates.
- b. Brief description of the proposed project.
- c. Contractor(s) to be solicited.
- d. Method of solicitation, i.e., written, informal oral briefing, etc.
- e. Schedule for solicitation, evaluation, and selection of contractor.
- f. Project officer.

3. Any pending contract approval items which may require discussion will also be considered during these reviews if time permits.

4. Please let [redacted] know what items will be reviewed by 1200 on Monday beginning 27 June.

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ALBERT D. WHEELON  
Deputy Director  
for  
Science and Technology

cc: [redacted]

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